



U. S. Department of Justice

Washington, D.C. 20530

SEP 10 2002

MEMORANDUM

TO: See Attached List

FROM:  D. Jerry Rubino, Director  
Security and Emergency Planning Staff  
Justice Management Division

 For Benjamin F. Burrell, Director  
Facilities and Administrative  
Services Staff  
Justice Management Division

SUBJECT: Update of Occupant Emergency Plans

In light of the events of fall 2001, we need to ensure that our employees are as safe as possible in the event of potential emergency situations. It is important that each component have a current Occupant Emergency Plan (OEP) in place at each location where employees are housed. We recommend that OEPs be updated to incorporate pre-planning as well as safety measures to take in the event of a chemical, biological or radiological (CBR) attack. To accomplish this, we have provided the attached supplemental information that should be considered for incorporation into your overall OEP. Also attached is a copy of the National Institute for Occupational Safety and Health's (NIOSH) "Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Threats," that identifies actions that can be implemented without undue delay to enhance occupant protection from a CBR attack. This publication provides guidance on preventive measures that building officials can implement promptly to protect building air environments from a release of chemical, biological or radiological contaminants. If a plan has been recently developed, it should be carefully reviewed so that the plan incorporates CBR considerations and other emergency situations, and ensures that employees in your organization assigned specific roles in the plan are trained to carry out their assigned responsibilities.

DOJ Order 2630.4C, "Occupant Emergency Program," (copy attached) outlines the Department of Justice's (DOJ) policy on protecting life and property by maintaining an effective written OEP that describes the emergency response procedures that will be utilized for the evacuation of a building or facility under determined emergency conditions. Because occupant emergencies are closely aligned with security and safety considerations, DOJ Order 2630.4C suggests that your Security and Safety Program Managers coordinate their efforts and have a major role in the development of the OEP. Generally, the prime tenant of a building, that is, the organization with the largest number of employees in a building or facility will be responsible for developing the OEP with assistance from employees from other tenant components. If the prime tenant fails to develop an OEP, another DOJ component must develop the plan to ensure the safety of DOJ personnel and property. The unique needs of persons with disabilities in each worksite must be considered and effectively addressed. While it may be possible to develop a generic OEP, the final OEP for each location should be developed and be comprehensive enough to deal with the types of emergencies specific to each building or site and anticipates the possibility of increased threats or aggressive acts, as well as the possibility of natural emergencies caused by a flood, hurricane, tornado or earthquake.

The General Services Administration (GSA) requires that procedures be incorporated into OEPs relative to elevator entrapment emergencies, as well as evacuation at child care centers in GSA-owned or leased space (guidance attached). The OEPs should incorporate these requirements, as applicable. We are also attaching copies of "How to Prepare for Workplace Emergencies," a document prepared by the Occupational Safety and Health Administration and the "Occupant Emergency Program Guide," prepared by GSA. These publications contain an extensive listing of the types of emergencies that Federal managers should be aware of and plan for if applicable to their work environment.

We are requesting that each component provide written verification that updated plans are in place for all field and headquarters work sites occupied by its employees. Please provide your written verification to one of the contacts listed below by December 16, 2002. If your staff has any questions regarding this request or requires further guidance concerning the preparation of a written OEP or appropriate training, they should contact Dawn Gunning, Environmental Protection Safety Specialist, or Marv Hecker, Departmental Environment and Safety Officer of the Facilities Administrative Services Staff, Justice Management Division. Ms. Gunning can be contacted on (202) 353-0761 or via e-mail at dawn.m.gunning@usdoj.gov and Mr. Hecker can be contacted on (202) 514-2977 or via e-mail at marvin.a.hecker@usdoj.gov.

#### Attachments

cc: Health and Safety Program Officers  
Security Programs Managers

**Occupant Emergency Plan  
Supplemental Information for  
Chemical, Biological and Radiological Preparedness  
September 2002**

The following supplemental information is intended to raise awareness of chemical, biological and radiological (CBR) risks and prepare Department of Justice employees to effectively react to these potential threats.

**Indicators of a Potential Threat:**

- Groups of people displaying unusual behavior or signs and symptoms of exposure
- Unusual fog, cloud, or mist
- Abandoned spray device
- Pool of liquid and unusual, unidentified source
- Complaint of abnormal odors
- An unusual amount of dead animals, birds or insects
- A threatening letter or package
- Unusual/unscheduled spraying

**Exposure Effects of Chemical Materials:**

Exposure may result in:

- Pin-point pupils and dimness of vision
- Red or irritated eyes and skin
- Choking and coughing
- Shortness of breath, tightening in chest
- Vomiting and nausea
- Runny nose
- Dizziness or loss of consciousness
- Convulsion or seizures

*Note: Most chemical agents are rapid acting, however, some have delayed effects. For example, blistering of the skin could occur hours to days after exposure.*

**Protection:**

- Move out of hazard area

### **Exposure Effects of Biological Materials:**

Exposure may result in:

- Flu-like symptoms (headache, coughing, fever, chills, weakness or fatigue)
- Shortness of breath
- Vomiting
- Diarrhea

*Note: Biological agents do not cause immediate symptoms. Symptoms usually take several hours to several days to appear.*

Protection:

- Inhalation and ingestion can be minimized by covering mouth and nose.

### **Exposure Effects of Radiological Materials:**

Exposure may result in:

- Exposure to radioactive material is not immediately life threatening
- Personal protection is accomplished by increasing the distance between you and the source material

Protection:

- Inhalation and ingestion can be minimized by covering mouth and nose.

### **Protective Actions:**

Conduct self decontamination as soon as possible:

- Move out of hazard area
- Remove contaminated clothing
- Wash with soap and water unless otherwise directed

### **To Respond to a CBR incident, you should:**

- Stay calm, do not panic
- Follow directed actions, which may include:
  - Get away from known hazard
  - Remain in place (if known hazard is outside)
  - Wait for emergency responders to arrive
  - Cooperate with on site personal decontamination efforts
  - Close all windows, doors and turn off fans

**The CBR threat is real but manageable and preparedness for the risks and your actions will mitigate them. All of the above situations cannot be eliminated but being prepared will help assist all of us in dealing with them.**